



Washington DC CHAPTER CONSTITUTION

NAME

VIU Washington DC, Alumni Chapter

PURPOSE

VIU Washington DC Alumni Chapter is launched as a part of VIU Alumni Association on April 8th, 2011. Over the past year percentage employment for VIU Alumni has increased to around 80% and so has the number of Alumni members working in Washington DC, Maryland, and Northern Virginia. There is always a need felt to be connected to people who have shared good and difficult times during the school years together, and forming the DC Chapter hopes to fulfill the same.

The purposes to launch the DC Chapter can be listed as below:

- To keep the Alumni in DC, Maryland, and Northern VA connected to form a support network.
- To promote activities for Alumni's professional and personal growth.
- To mentor the current VIU students in their academic and professional pursuits.
- To promote the developments at Virginia International University.

Goal

The goal of the DC Chapter is to form a strong group of VIU Alumni members who share the desire to grow together and form a support group for themselves and the current students for VIU.

Memberships

Any student who has either obtained a degree/Certificate (in any program) from VIU or studied at VIU for a semester is eligible to be a member of DC Chapter. The Alumni membership form is available online. On completion it can be mailed to any of the Board members. We hope to have a webpage for the DC Chapter soon with the help of the Web Page Committee.

Executive Officers

Election for the Officers and Board members will be held annually at the Chapter meet. Candidacy forms may be used to submit nominations for self or others one month before the Annual meet is planned. The tenure of the elected members will be for one year. The board members are given the power to bring in a substitute in case of any member leaving the position in the mid tenure.

President

Responsible to plan Annual Alumni Programs, meetings, activities, publicity etc. with the approval of the other officers and board members

Vice-President

Responsible to implement President's plans along with making decisions on the feasibility of the same

Secretary

Assist the Vice-President in all the operations, keep records of activities, takes minutes in meetings and share with all Alumni members

Treasurer

Plan the budget for Alumni Association; work on enhancing resources, create a bank account if decided by the Association, book-keeping, approve Alumni expenses as per available resources, and report the financials of the Association at the Annual meet.

Board Of Members

Responsible for all activities of the Association as active members, required to be present at most of the meetings/activities (either in person or online as required), approve or disapprove the decisions of the Executive Officers of the Association

Qualifications:

VIU Washington DC, Alumni Chapter encourages all who have been associated with VIU as students either for few semesters or for the degree because we believe that anyone who has interest to see Alumni grow is an asset to the Chapter. But we do ask for the basic requirements of the officers and board members.

For Officers: Should be residing in DC, Maryland, or Northern VA and be committed to attend the quarterly Board meetings. Should take responsibility of planning and organizing at least one annual activity every year.

For Board Members: All the officers automatically become the part of Chapter Board. Other members are encouraged to be active as board members to be able to bring their thoughts into

action. The qualification needed is the ability to communicate when required with the Officers either online or in person. All board members should be able to attend the annual meet.

Committees

All DC Chapter Alumni members are encouraged to join the committees mentioned below. These committees will bring members of similar interests together and help the Chapter perform better. It is not practically possible to expect 100% attendance in all committee meetings or activities but a clear communication will be definitely appreciated.

To join any of the committee a member needs to fill the candidacy form (which will be available online) and submit it to any of the Board members.

Alumni Activities

Planning, organizing, and publicizing Alumni Activities. May include activities within the Association or forming relations with other DC Alumni Chapters and Groups

Alumni Funds and Scholarships

Plan and implement policies for Alumni funds

Alumni Memberships

Plan for enhancing Alumni memberships and commitment, work towards creating benefits for the Alumni members – discounts/sponsors/etc.

Alumni Mentor Program

Work towards forming a team to help the current students in different areas

Alumni Web Page

Design and maintain the Alumni webpage

Finances

The DC Chapter Board members will need to plan whether a separate bank account can be created for the Chapter. If it is decided to create an account the Treasurer will be responsible along with the Funds committee to activate and monitor the accounts.

If the board decides to have a concept of Paid members (voluntary) then the privileges given to them will need to be defined and implemented.

Ammendments

DC Chapter Board Members are authorized to bring amendments to constitution once the Chapter is in progress. But the amendments should be promptly communicated to all the Chapter members.

Expectations from the members of DC Chapter

Minimum expectations from the members is clear and prompt communication and encouragement provided to members who are working towards any activity of the DC Chapter.

Tentative Board Members as decided at the Alumni Workshop on March 3rd, 2011 :

Amine Rounak

Ashma Shrestha

Chanchala Dangol

Priscila Santos

Ruttachai

Shilpa Sainath

Zaghie Marte'